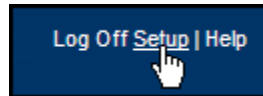


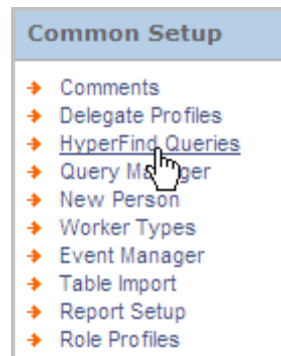
Edit a Hyperfind Query

I. Delete an employee or condition from a query.

- On the right corner of the screen click **Setup**.



- Select Hyperfind Queries



- Highlight the query to be edited.
- Click **Edit** on the menu line.

HYPERFIND QUERIES		
Last Refreshed: 9:01AM		
Refresh New → Duplicate → Edit → Change Properties → Delete Print →		
Query Name	Visibility	Description
1- Financial Systems Group	Personal	
All Home	Public	This query finds all active People within the specified time ...
All Home and Transferred-in	Public	This query finds all employees in my Employee Group and/...
BY6	Personal	
DS	Personal	
EMH - Global Employees	Public	

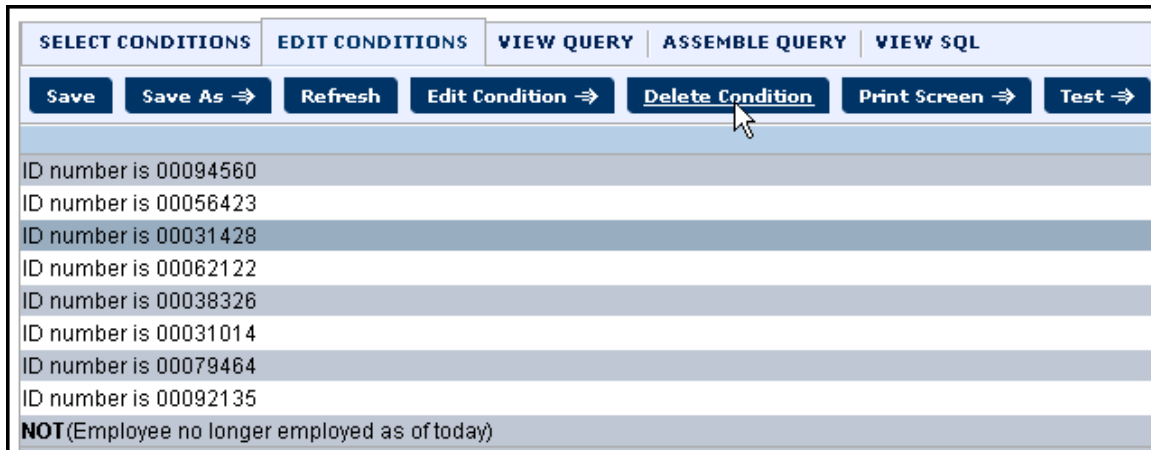
- Verify you are editing the correct Hyperfind Query by looking at the **Query Name** at the top of the screen.

Query Name	1- Financial Systems Group
Description	
Visibility	Personal

- Click the **Edit Conditions** tab.



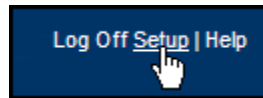
- To remove any condition, whether it is an employee or a group, highlight the condition.
- Click **Delete Condition**.



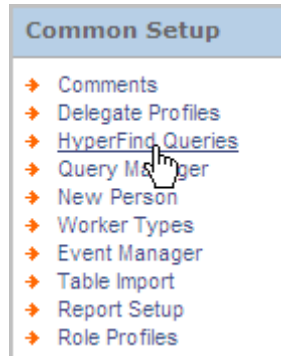
- The selected (deleted) condition will then disappear.
- Click the **Test** button to verify the query data is correct.
- If it is, close the Hyperfind Test box.
- Click **Save** on the menu line to save your changes.

II. Add an employee to an existing Hyperfind Query

- On the right corner of the screen click **Setup**.



- Select Hyperfind Queries



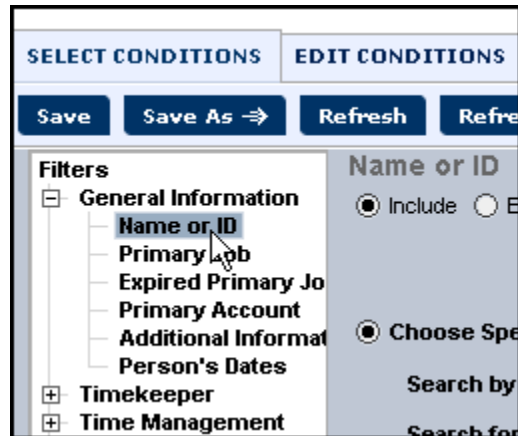
- Highlight the query to be edited.
- Click **Edit** on the menu line.

HYPERFIND QUERIES		
Last Refreshed: 9:01AM		
Refresh New ⇒ Duplicate ⇒ Edit ⇒ Change Properties ⇒ Delete Print ⇒		
Query Name	Visibility	Description
1- Financial Systems Group	Personal	
All Home	Public	This query finds all active People within the specified time ...
All Home and Transferred-in	Public	This query finds all employees in my Employee Group and/...
BY6	Personal	
DS	Personal	
FMH - Global Employees	Public	

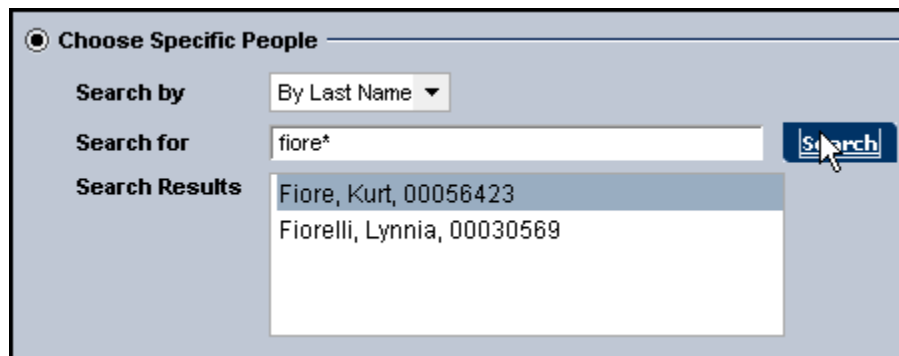
- Verify you are editing the correct Hyperfind Query by looking at the **Query Name** at the top of the screen.

Query Name	1- Financial Systems Group
Description	
Visibility	Personal

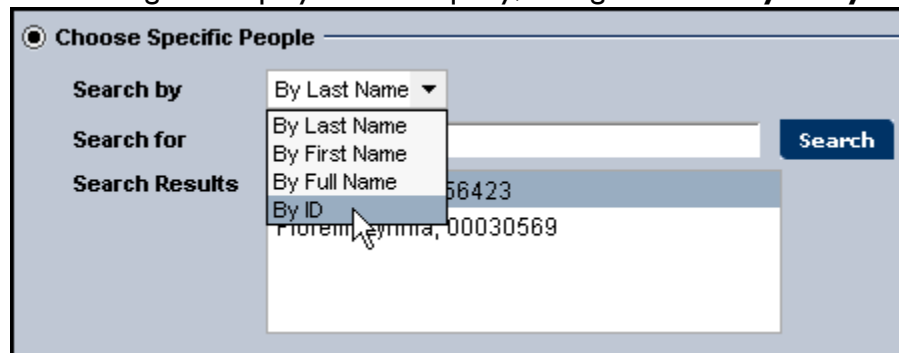
- Under Filters, then General Information, highlight **Name or ID**.



- **Search by:** By Last Name
- **Search for:** type last name of employee (leave the * after the name).
- Click the **Search** box.
- The results will appear in the **Search Results** box.



- Before adding the employee to the query, change **Search By** to **By ID**.

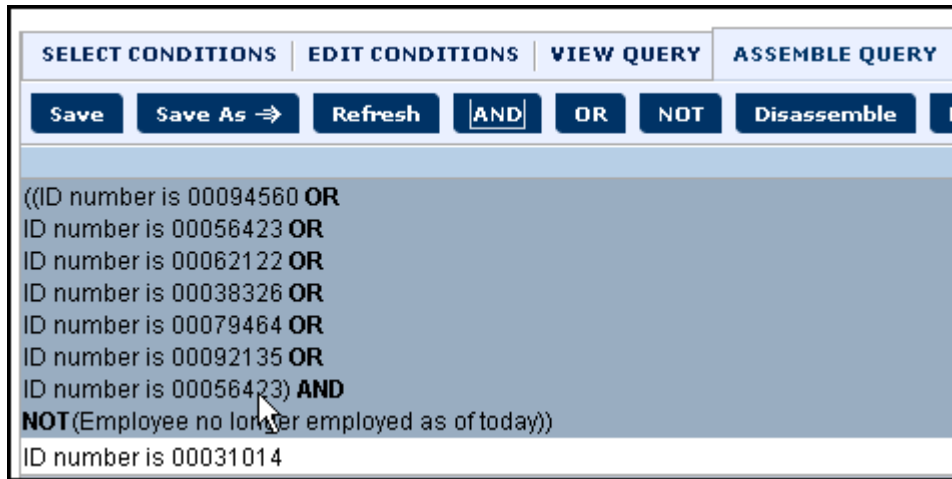


- Highlight correct name in Search Results box.
- Click **Add Condition**.

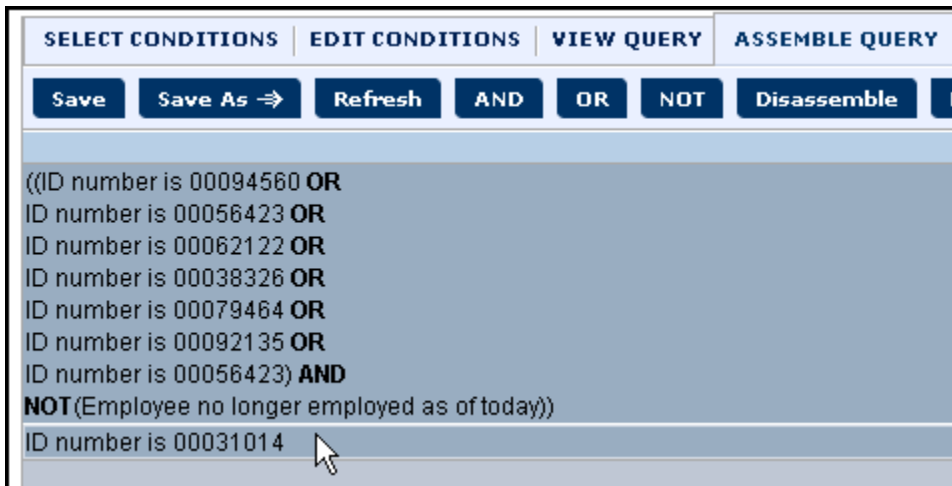
- After adding the additional employee(s) to the query, click the **Test** button.
- **The query should be blank.**

- Close the Hyperfind Test box.
- Click the **Assemble Query** tab.

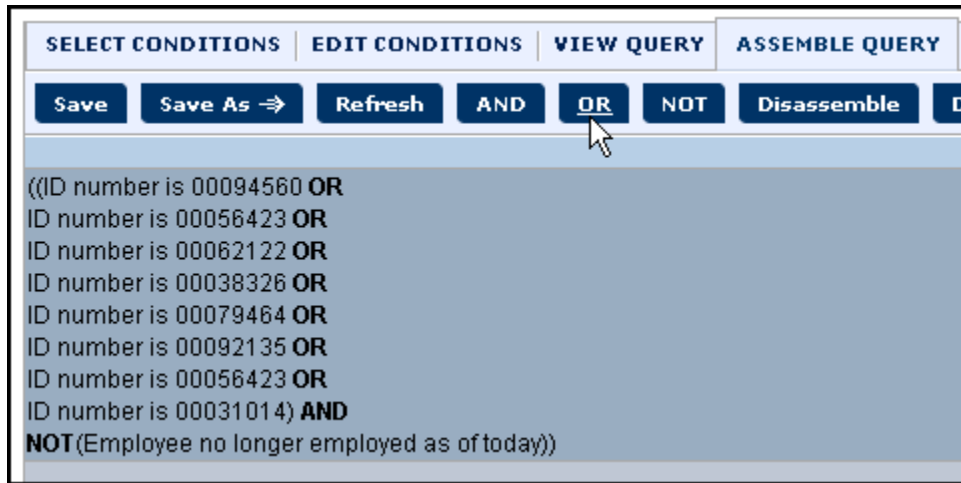
- All the conditions should have an “OR” after them, like below.



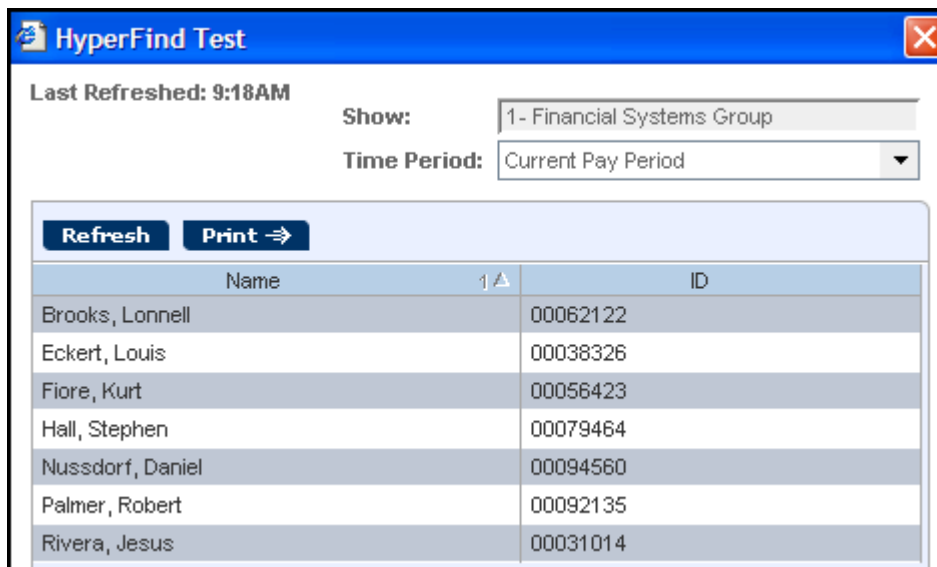
- Using your mouse, click and drag over the conditions without the “OR” to highlight them.



- Click “**OR**” on the menu line.
- “**OR**” will fill in on the selected rows.



- Click the **Test** button again.
- All the desired employees, including the added ones, should now appear.



- Close the Hyperfind Test box.
- Click **Save** on the menu line to save your changes.